



CITY OF GERMANTOWN

Department of Community Development, 1920 S. Germantown Rd, Germantown, TN 38138-2815
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PLANNING COMMISSION CHECKLIST FOR PRELIMINARY AND FINAL PLAT / SITE PLAN APPROVAL

**SUBMIT THIS CHECKLIST TOGETHER WITH THE APPROPRIATE
APPLICATION FORM AND ALL MATERIAL REQUIRED FOR PLANNING
COMMISSION REVIEW.**

Applications and all supporting plans and documents are to be submitted by Noon of the filing deadline day. Applications will not be accepted unless all material required is included with the submittal. Please refer to the subdivision and/or zoning ordinance for further details, and refer to the Community Development Department's calendar of meetings for filing deadlines and meeting dates.

Please check (x) all applicable items.

1. VICINITY MAP AND INFORMATION

- a. ☐ A map identifying the subject property and showing all properties within 300 feet, and names of their owners, plus the names of surrounding subdivisions.
- b. ☐ A list, on plain paper, of the names and mailing addresses of all owners of property, as well as Neighborhood Association Presidents, within 300 feet.
- c. ☐ A list, on gummed mailing labels, of the names and addresses of all owners of property, as well as Neighborhood Association Presidents, within 300 feet, as described in item "b" above.

2. GENERAL INFORMATION

- a. Proposed Title of Project/Subdivision ☐ _____
- a. Owner's name(s) ☐ _____
- b. Designer's name ☐ _____
- c. Date prepared; ☐ _____
- d. North arrow; ☐ _____
- e. Area in acres ☐ _____
- f. Any restrictive covenants ☐ _____

3. LAND USE

- a. Zoning ☐ _____
- b. Adjoining zoning ☐ _____
- c. Proposed use of property ☐ _____
- d. Proposed accessory uses ☐ _____

4. EXISTING CONDITIONS

- a. All existing property lines ☐ _____
- b. Existing buildings, accessory structures, fencing, etc. ☐ _____
- c. All existing easements. ☐ _____
- d. All existing utilities ☐ _____
- e. Location, name and width of existing streets and alleys ☐ _____

- f. Name(s) of Adjoining Subdivisions () _____
 - g. Name(s) of Owner's of Adjoining Parcels Larger Than 2 Acres () _____
5. LAYOUT PLAN
- a. Proposed location and numbers of lots, and streets/private drives () _____
 - b. Area of each lot, in sq. feet or acres () _____
 - c. Proposed locations of buildings, accessory buildings, parking spaces (not applicable to single family subdivisions) () _____
 - d. Width and names of proposed streets and private drives () _____
 - e. Location of Common Open Space () _____
 - f. Metes and bounds descriptions of subdivision boundaries, lots, streets and private drives () _____
 - g. Pertinent geometry of all curvilinear streets and rounded corners () _____
 - h. Location of any other areas to be dedicated to the public () _____
 - i. Proposed demolition of buildings, wells and similar structures (if any) () _____
6. GRADING AND DRAINAGE
- a. Grading And Drainage Plan
 - 1. Size of drainage basin and all subareas () _____
 - 2. Major drainage paths (defined ditches and pipes () _____
 - 3. Location and elevation of outfall point () _____
 - 4. Final grading information; contours at a vertical interval of two feet or less (elevation shall refer to official City and County datum) () _____
 - 5. Existing streets and intersections () _____
 - 6. All structures in the existing storm system (i.e., storm sewer pipes, inlets, headwalls, drain manholes) () _____
 - 7. Floodway or floodplain boundaries – if applicable () _____
 - 8. Proposed drainage and construction easements () _____
 - 9. Evaluation of downstream conditions () _____
 - b. Steps to mitigate impacts upon floodplain, if applicable () _____
 - 1. Conditional Letter of Map Revision (CLOMR) () _____
 - 2. Aquatic Resource Alteration Permit (ARAP) () _____
 - 3. Nationwide or 404 Permit () _____
 - 4. NPDES permit () _____
 - c. Grading to save trees where possible () _____
 - d. Stormwater detention, including drainage calculations () _____
 - e. Design for minimum steepness of slopes () _____
 - f. Erosion control () _____
 - g. Illustration of the impact of the project's grading on adjacent property () _____
7. TREE PLAN
- a. A layout plan of the project's lots/buildings that indicates the location of all trees ten (10) inches dbh (diameter at breast height), or greater, provides an identifying number for each tree, and distinguishes between those trees to be retained and those to be removed () _____
 - b. An index of the trees identified in 4 a. above, providing their identifying number, species, dbh and removal/saved designation () _____
8. UTILITY PLAN – indication of the location, size and adequacy of on-site and off-site utilities
- a. Water supply for on-site use and fire control, including fire hydrants () _____
 - b. Sanitary sewer () _____
 - c. Storm drainage () _____
 - d. Utility easements () _____

9. HEIGHT, AREA AND DENSITY (not applicable to single family subdivisions)
 - a. Building height () _____
 - b. Area of property (acres) () _____
 1. Gross area () _____
 2. Net area (developed area excluding streets and R.O.W.) () _____
 3. Area devoted to pervious surface () _____
 - c. Building footprint area () _____
 - d. Lot coverage () _____
 - e. Lot width at front building line () _____
 - f. Building floor area () _____
 - g. Area of lots (square feet or acres) () _____
 - h. Number of lots () _____
 - i. Number of dwelling units () _____
 - j. Screening from adjoining property () _____
 - k. Building siting (Smart Growth Only) () _____
 - l. Building configuration (Smart Growth Only) () _____
 - m. Building function (Smart Growth Only) () _____
 - n. Building elevation (Smart Growth Only) () _____
10. VEHICULAR CIRCULATION ON-SITE (not applicable to single family subdivisions)
 - a. Entrances, exits, curb cuts () _____
 - b. Circulation within site () _____
 1. By private vehicles () _____
 2. By public safety vehicles () _____
 3. By service vehicles () _____
11. TRAFFIC ANALYSIS
 - a. Adequacy of access streets to serve proposed use () _____
 - b. Effect of project on surrounding streets and intersections () _____
 - c. Improvements that would be needed to public streets - traffic controls () _____
12. DESIGN REQUIREMENTS (Smart Growth Only)
 - a. () Architectural standards (elevations, etc.) () _____
 - b. () Signage standards (A separate application and fee is required)* () _____
 - c. () Lighting standards () _____
 - d. () Special Provisions: Public Art, Green Building () _____
13. LANDSCAPE STANDARDS (Smart Growth Only)
 - a. () Street trees - Three (3) 3 ½ inch diameter oak trees @ 50' ± () _____
 - b. () Grading to save trees where possible () _____
 - c. () Screening as required () _____
 - d. () Planting in parking areas () _____
 - e. () Pedestrian ways and greenstrips () _____
 - f. () Size of plants and trees must be noted on plans () _____
14. LIGHTING STANDARDS (Smart Growth Only)
 - a. () Location () _____
 - b. () Height (maximum of fourteen (14) feet above grade) () _____
 - c. () Style of fixtures () _____
 - d. () Intensity (wattage shall be limited to minimum necessary) () _____
 - e. () Photometric Analysis () _____
15. PARKING AND LOADING AREAS (not applicable to single family subdivisions)
 - a. Design () _____

- b. Number of spaces () _____
 - c. Traffic circulation - () _____
 - d. Parking layout - () _____
 - e. Landscaping in Parking Area - () _____
16. GENERAL DESIGN (Non-Smart Growth Districts Only)
- a. Site Layout (Typically impervious surfaces such as roofs and pavement should not cover more than 65% of the site area) - () _____
 - b. Building Elevations – () _____
 - c. Exterior Materials (Natural appearing and limited number) - () _____
 - 1. Material
 - 2. Colors (Earth tones and natural materials should predominate; (Primary colors, including white, should be avoided).
18. SIGNAGE – (See separate sign application)
19. WARRANT(S) / VARIANCE(S) REQUESTED () _____
Warrants apply to Smart Growth Developments only. Variances apply in all other developments.
20. DIGITAL PLANS () _____
All plans shall be submitted in JPEG format, suitable for inclusion in PowerPoint slides.
21. FINAL PLAT
- a. Properly executed certificate signed by the property owner () _____
 - b. Properly executed certificate of survey signed by the designer of the plat () _____
 - c. Form for approval by the Planning Commission () _____
 - d. Form for approval by the Shelby County Health Dept. () _____

signature of design professional

☐ Engineer

☐ Surveyor

☐ Landscape Architect